Project Lifecycle

Commission on Excellence and Innovation in Health.

Identify the idea, opportunity, issue or problem

Discovery

Identify problem to be solved and decide whether the organisation is best placed to design a project (aligned with strategic goals).

Essential:
- ✓ Project plan - Discovery section

Supporting Tools (optional)
Project management software
Stakeholder mapping
Design thinking tools:
- Problem statement framing
- Problem tree
- Prioritisation matrix
- Empathy map
- Experience mapping

DECISION POINT
! **Consider leadership approval**
Sponsor and Project Lead allocated

Design

Identify project objectives, outcomes and define project boundaries.

Essential:
- ✓ Project plan - Design Section

Supporting Tools (optional)
Project management software
Stakeholder mapping
Stakeholder engagement plan
Partnership agreement
Logic model
Partnerships approach & tools
Innovation model
Design thinking tools

DECISION POINT
! **Approval of project design**

Planning

Detailed planning including milestones, resources, evaluation, communication, risks and stakeholder requirements.

Essential:
- ✓ Project plan - Planning section
OR
- ✓ Business Case Template
(for projects requiring significant additional resources)

Supporting Tools (optional)
Project management software
Evaluation plan
Communications plan
Partnerships approach & tools
Innovation model
Issues & risks registers

DECISION POINT
! **Sponsor approval of project plan and budget**

Delivery

Implement and monitor project as planned, adjust if required.

Essential:
- Implement Evaluations
- Executive Communications

Supporting Tools (optional)
Project management software
Project progress report
Change requests
Issues & risks registers

Closure

Evaluate and report on project outcomes, ensuring that learnings are shared. Transition to a business-as-usual plan, if appropriate, and integrate the project's impact and approach sustainably. Outline any follow-up projects required.

Essential:
- ✓ Project Closure Report
AND/OR
- ✓ Evaluation report

Supporting Tools (optional)
Project management software
Lessons learned log
Case Study
Project closure presentation

! **Project sponsor review and sign off**

Gateways to the next stage of the lifecycle -
Obtain approval to proceed before committing more resources

Collaborative online versions of the tools are available on our website